Sample Policy:
BEREAVEMENT LEAVE

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In the event of a death in an employee's immediate family, an employee may be granted up to x days of paid bereavement leave to handle matters related to death and grieving. If additional time is needed, the employee may request an unpaid leave of absence or may request use of accrued vacation or compensatory time.

"Immediate family" includes the employee's spouse, domestic partner, parents (including step-parents, foster parents, parents-in-law and domestic partner's parents), grandparents, siblings, children, children of a domestic partner, step-children, adopted children, children for whom the employee has parenting responsibilities, and a relative or friend who resides with the employee.

A "domestic partner" is any person whose partnership is currently registered with a governmental body pursuant to state or local law or with an internal registry maintained by the employer of at least one of the domestic partners.

Bereavement leave may also be granted in the event of the death of any other individual. A request for bereavement leave due to the death of any other individual should be submitted to the Human Resources Manager for approval. Such requests will be granted in a consistent manner.

Notes:

To comply with the City of San Diego's Equal Benefits Ordinance (EBO), a contractor is not required to provide bereavement leave. However, if a contractor does so, the bereavement leave policy must extend equally to employees with spouses and employees with domestic partners and their respective families.

When a bereavement leave policy uses the term "spouse," the term "domestic partner" must also be used. A bereavement leave policy must include a definition of "domestic partner" in accordance with the EBO (as shown in the above sample) and a definition of "immediate family." If "immediate family" includes in-laws, equivalent members of a domestic partner's family must be explicitly included.

Information in this document is not intended as legal advice and should not be relied on as such.